Chapter 13 - Report Processing

In Michigan, ADPICS reports are established in the batch program. Reports can be established that run at daily, weekly, monthly, and other established intervals, as needed. Reports are requested through an IM (Information Management) record or by phoning Boulder and requesting that a specific report be run. Only a Report Coordinator can request a report. Reports are viewed and/or printed in RMDS (Report Management and Distribution System). Users with proper RMDS security may view reports in RMDS.

See the ADPICS Guide to Standard Reports for individual report descriptions.

ADPICS includes the capability of generating on-line report requests. This functionality is not being used in Michigan at this time. This chapter is being included because the functionality is a component of ADPICS.

13.1 VIEWING ADPICS STANDARD REPORTS IN RMDS

RMDS is the report viewing software for MAIN FACS. Viewing an on-line ADPICS Standard Report is done in RMDS. Only users with proper RMDS security can access RMDS and view reports. See the ADPICS Guide to Standard Reports for specific ADPICS report descriptions and sample reports.

13.1.1 Requesting an RMDS Report

Often questions can be answered faster and easier using on-line inquiries. There may be times, however, when a massive amount of data is required and the time to look everything up on-line would exceed the time required to get a printed report. In these instances, standard reports are used. All R★STARS standard reports are put in RMDS, based on parameters established in the R★STARS 95 Profile. Users can then determine which of the standard reports best fits their needs, and access the report on-line via RMDS. When there is no report that meets the user's needs, they may make a request of their Agency Report Coordinator.

A report request must be forwarded from the user to their Agency Report Coordinator. The procedure for forwarding this information to the Coordinator may vary by agency (form, phone call, electronic mail, etc.). When requesting a report, the user must be specific as to the data required. See the ADPICS Guide to Standard Reports for further information.

Agency Activity – USER

The user decides which reports are needed and identifies them by Report Number. The user must also decide on the frequency at which each report is needed. The user communicates their reporting needs by completing their Agency RMDS Security Request and delivering it to their Agency Report Coordinator.

Agency Activity – AGENCY REPORTS COORDINATOR

The Agency Report Coordinator oversees/maintains Agency print policy (e.g., sets copy limits, determines printer utilization, and determines which reports will be printed). The Agency Report Coordinator also authorizes security for recipients/viewers of reports, inputs User Report Requests, and determines the Agency's need for Microfiche copies of reports.

The Agency Report Coordinator performs administrative tasks relating to RMDS; such as collecting report security forms from users in the Agency, verifying the validity of the report requests, and forwarding requests to the RMDS Archive Administrator at MAIN.

MAIN Activity – RMDS ARCHIVE ADMINISTRATOR

The RMDS Archive Administrator works with all Agency Report Coordinators to ensure report security forms are complete, accurate, and timely. The RMDS Archive Administrator enters the appropriate data into the RMDS security profiles, based on individual Agency user needs.

13.1.2 RMDS Background Information

RMDS Terminology

Page   A physical piece of a document which is printed on a separate sheet of paper, not necessarily that which displays on your computer screen (some pages are too big to display on a single screen). RMDS displays a BOTTOM OF PAGE line when the end of a report page has been reached.

Panel   Used in data processing to mean a pre-defined display image that defines locations and characteristics of display fields on a screen.

Report   As used in RMDS, a report is any document that can be printed.

Report Name   The tag or label selected by the author to identify his/her report to RMDS users.

Report Version   A report version is a dated level of a given report. The displayed date and time are the date and time the report was placed in the RMDS library.

Screen   A terminal or workstation on which data is displayed.

RMDS Function Keys

Function keys let you perform certain functions with one or two keys that could otherwise require typing in an entire command. Commonly set function keys are as follows:

- ■ F1 displays Help information
- ■ F3 exits the current panel
- ■ F6 scrolls one page at a time
- ■ F7 scrolls up (backward)
- ■ F8 scrolls down (forward)
- ■ F10 scrolls left
- ■ F11 scrolls right

13.1.3 Accessing RMDS

To access the RMDS Main Menu, log-in to MAIN FACS. Type 'SMPRMDS' and press <ENTER> to access the RMDS sign-on screen.

Type your User ID and press <TAB>. Type your Password.

You can change your password at any time by typing a new password in the New Password field, and then typing it again in the Verify Password field.

Press <ENTER> to display the RMDS Main Menu.

RMDS can be also accessed via MAP (MAIN Access Panel).

NOTE: Do not try to access RMDS from the MAIN FACS Menu. This method is no longer a valid access path. If you press <F4>, you will see a message indicating that the menu choice is not available.

13.1.4 RMDS Viewing Options

The RMDS Main Menu lists the options that you are allowed to choose. These options are:

Option 1	DISPLAY A REPORT	Displays the latest version of a report that you entered in the Report Name field. You can display an older version of the report by entering date and time in the report timestamp field
Option 2	SEND REPORT PAGES	Sends a report to a designated printer or remote location. You can send an older version of the report by specifying its date and time in the Report Timestamp field
Option 3	LIST REPORT VERSIONS	Displays a reverse chronological list of the versions of the report you entered in the Report Name field
Option 4	BUILD OR REFRESH REPORT NAMES LIST	Builds and displays an alphabetical list (index) of all reports in the RMDS report library that you are authorized to access (not necessarily able to view
Option 5	DISPLAY CURRENT REPORT NAMES LIST	Displays current alphabetical report names, starting from the beginning of the list or with report entered in Report Name field.

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Option 6	SAVE USER DATA	Saves user data entered on the Main Menu, Primary Send panel, and Additional Transfer panel. Also saves current settings for context scroll header (L or S) CAPS
Option 7	EXIT	Exits RMDS
Home		Places the cursor in the Select Option field.

You can access additional screens for any of the listed functions by typing the corresponding letter in the Select Option field at the top of the screen, and pressing <ENTER>.

In addition to the above options for selecting the report you wish to view from a list, on initial entry to the RMDS Main Menu, you can locate your report by entering the complete report name enclosed in single quotes, in the report name field on the RMDS Main Menu (e.g., 'DAFR8680 271'). Entering a partial report name and selecting '4' will access a list of reports starting with the partial report name entered.

Listing RMDS Reports (Option 4)

Option '4' builds the Report Names List panel (screen), and displays a list, or index, of reports in alphabetical order beginning with the first report in the RMDS report library. If you choose Option 'I' and indicate a report name on the Main Menu, the screen displays a listing beginning with that name or the name closest to it.

For certain reports the report descriptions displayed on the RMDS Report Names List panel include the agency number and the requester code from the R★STARS 91 Report Request Profile. This provides a direct path to each agency's reports. RMDS will display multiple descriptions for each report. The report number, agency number, and requester code from the R★STARS 91 Report Request Profile will provide the sort sequence on the Index panel.

If your agency has submitted several individual requests for a report using different requester codes (BUDG.IVST), there will be an RMDS Index Description corresponding to each requester code that was used.

The statewide reports requested by MAIN will be identified using the agency number '000' and the requester code 'GAH' (e.g., DAFR7450 000 GAH MONTHLY REPORT).

> **Scrolling through the list** – Use <F7> to see preceding report names (scroll up/backward), or <F8> to see those that follow (scroll down/forward). Entering 'M' and pressing <F8> will place the cursor to the last report in the list.

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> **The LOCATE Command** – To find reports more quickly, type either the word 'LOCATE' or the letter 'L,' followed by the report name on the command line. You do not need to specify the entire report name. For example, to find the first report that starts with 'S,' you could use the following command: 'LOCATE S.'

After finding the report, you can enter one of the following commands in the command (CMD) column of the Index panel, and press <ENTER>.

- 1 - Display the latest version of the report
- 2 - Send the latest version of the report
- 3 - Display a list of the versions of the report

Building a Partial Report List (Option N)

To expedite the building/displaying of a report listing, limit the search of the report library to a defined report name range. RMDS lets you build a partial list by entering a character string in the List String field. For example, to list all reports that start with DAFR777, perform the following from the Main Menu:

- Type '4' in the Select Option field
- Type 'DAFR777%' in the List String field
- Press <ENTER>

Only reports that begin with DAFR777 will be listed when the Index panel is displayed. If the % is omitted, the command will not execute, although all reports in the index after DAFR777 will be listed.

Listing Versions of a Report (Option 3)

Option V displays a chronological list of all the available levels or versions of the selected report based on the date and time the report version was archived. Report version lists can be accessed from two different environments: the Main Menu and the Index.

> **From the Main Menu** – Type '3' in the Select Option field. Type the desired report name in the Report Name field. Press <ENTER>.

> **From the Report List** – Type '3' in the Action column next to desired report. Press <ENTER>.

This screen shows number of pages in each version and its date and time.

The statewide reports requested by MAIN will be identified using the agency number '000' and the requester code "GAH" (e.g., DAFR7450 000 GAH MONTHLY REPORT).

The RMDS Version panel (Option 3 from the Main Menu) for the statewide DAFR8240 report (DAFR8240 000 GAH MONTHLY REPORT) displays three versions   Each version contains a range of agencies. The three different agency ranges are AAA-391, 431-472, and 511-999.

> **The LOCATE Command** –   Use the LOCATE command to search for a particular report version by specifying the date the report was created on the command line. For example, to get a report version that was created on April 19, 1994, you would type the following: 'L 1995-04-19 and press <ENTER>.

Once the version of the report you want is listed on the display, you can enter one of the following commands in the Action field, and press <ENTER>.

- 1 - Display the version of the report
- 2 - Send the version of the report

Displaying RMDS Reports (Option 1)

The Display Report command, or Option 1, can be entered in three different environments: the Main Menu, the Index panel, and the Version panel. All three environments directly display the selected report for viewing.

- **From the Main Menu** – Type '1' at the command line. Type the name of the report in the Report Name field. Type the date and time of the requested report version in the Timestamp field. Press <ENTER>. If a time and date are not entered, RMDS will display the most recent version of the report.

- **From the Index Panel** – Type '1' in the Action column next to the name of the report requested and press <ENTER>. RMDS will display the most recent version of the report.

- **From the Version Panel** – Type '1' next to the version of the report requested and press <ENTER>. RMDS will display the version of the report that was requested.

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13.1.5 The RMDS Report Header

The report header lists the current command settings in the report viewer as well as the functions available. To display the header, type 'H L' or 'HEADER LONG' in the command line. The following will display:

- CONTEXT: 5000 FIND: CAPS LINES HELD: 000 000 COLS: 000 000
- FIX/FREE: FREE DEPTH: 16 COLUMNS HELD: 000 000

The values shown in any of these fields on the long header lines can be changed, whether the header lines are displayed or not. Note in the following definitions whether you can make the change by pressing a function key, by entering information on the command line and pressing <ENTER>, or by doing either.

Command Settings

Context Indicates whether your use of the "Find" (search) command will be by a single page, a specified number of pages, or the full report. The valid values for context are: Full, Page, & NNNN.

Change context value by entering the word "context" followed by the desired value on the command line (e.g., 'Context 5000').

You can specify a number of pages in the Context field by typing the number on the command line and pressing <ENTER>.

Fix/Free Indicates whether the viewing window is fixed at one position or not. Paging through a report, you can set a viewing window to display a selected portion of a page which is too big to display on your screen.

Toggle from FIX to FREE by entering 'fixfree' on the command line.

CAPS ASIS Indicates whether the "Find" command will search for the specified term in all CAPS (uppercase) or ASIS (as typed) in the find string. The default value is CAPS. To change from one value to the other in this field, you must make the change on the command line:

Type 'CAPS' or 'ASIS' and press <ENTER>.

Depth   Refers to the number of lines which can be displayed on a terminal. RMDS automatically sets this number to the maximum which can be displayed on a terminal. If you want to browse for data that you know is in the top few lines of each page of a report, you can cut down on the time it takes to proceed from one page to the next by changing the depth value.

To change the depth value, type 'D(EPTH)' on the command line, followed by the number of lines you want to look at, and press <ENTER>. This number must be at least "6."

To restore the depth value to the maximum for your terminal, type 'D(EPTH) RES(ET)' and press <ENTER>.

Lines Held   Indicates the beginning and ending line numbers being held. The header 'Hold' command lets you keep heading information on the screen while you scroll up or down on that page.

The Lines Held field is initially set to the value defined for the report. A value of "000 000" means that column headings would not be held when scrolling up or down.

Columns Held   Indicates the beginning and ending column numbers being held. The column "Hold" command lets you keep columns of information on the screen while you scroll right or left on that page.

The Columns Held field is initially set to the value defined for the report. A value of "000 000" means that columns would not be held when scrolling right or left.

COLS shows the beginning and ending column number of the columns being displayed. Use the COLS field to determine the first and last non-held column number currently displayed.

Report Display Function Keys

F1   isplays help information for the display screen

F3   xits the display screen and returns to the previous screen (main menu, index, or versions screen). Typing 'R' in the command line and pressing <F3> returns directly to the Main Menu.

F4   eturns to the page that was previously noted using <F6> (resume)

F5   xecutes a search for the string that is specified on the command line or repeats a previous find

F6   ages through the report one page at a time

F7   crolls up (backward) through the report page

F8   crolls down (forward) through the report page

F10   crolls left

F11   crolls right

13.1.6 Paging Through a Report

One Page at a Time

Press <F6>. Or, type 'P' on the command line, and press <ENTER>.

Several Pages at a Time

Enter up to seven digits on the command line to move forward or backward a specific number of pages. For example, to scan a report by viewing every five pages: type '+5' on the command line and press <F6>. Or, type 'P' on the command line, press the space bar, type '+5' on the command line, and press <ENTER>. To move backward through a report, enter the minus symbol in place of the plus symbol.

Go Directly to a Specific Page

Type the desired page number on the command line and press <F6>. Or, type 'P,' press the space bar, enter the desired page number, and press <ENTER>.

13.1.7 Scrolling Function

The scrolling function enables you to see all of a page that is too wide or too long for the terminal screen to display at one time. When a report page is first displayed, the viewing area is the upper left portion of the page. To see all the information on such a page, use the function keys to move the viewing area up and down, left and right. The displaying of a specific portion of a page is referred to as viewing "windows" of a page.

F7	Scrolls up
F8	Scrolls down
F10	Scrolls left
F11	Scrolls right

Fixing the Window View

"Fix" the window in a chosen position by entering 'fixfree' on command line and pressing the <ENTER> key while viewing that window. When pressing 'F6' (next page), or entering a page number and pressing <ENTER>, each successive page will display that particular portion of the page (window).

To "Free" the window, enter 'fixfree' on command the command line and press the <ENTER> key.

Specify Scroll Amounts

The scroll amount is the number of lines or columns that you shift the window either up/down or left/right. You can enter one of the following values in the Scroll field on the command line and use any of the scroll keys (F7, F8, F10, or F11), depending on the direction of your move:

C(SR)	Scroll to the cursor and bring that line/column to the top/bottom or left/right edge of the screen. This scroll value is usable only while displaying reports under the DISPLAY option (see Section 13.1.10 Selecting Columns for Display)
F(ULL)	Scroll an amount equal to the full length or width of the terminal screen.
H(ALF)	Scroll an amount equal to half the length or width of the terminal screen.
M(AX)	Scroll to the extreme top/bottom or left/right of the report page.
NNNN	Scroll a report page the number of lines or columns specified.

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Rules for Scroll Amounts

Three rules prevail on entering these values:

■   If you enter C, F, H, or a number (NNNN) in the Scroll field, the amount remains in effect as long as you are displaying the report, or until you make a change by typing a different value in the Scroll field.

■   If you enter C, F, H, or a number (NNNN) on the command line, the amount is used for a single scroll operation only. The value displayed in the Scroll field stays.

■   If you enter M in either the Scroll field or on the command line, it holds only for the single scroll operation. The value displayed in the Scroll field before you chose M reappears after your scroll.

13.1.8 Using the Ruler

To display the ruler in the Report Display view, type COLS on the command line, and press <ENTER>.

To remove the ruler, type RES(ET) on the command line, and press <ENTER>.

The "+" in the ruler line is an increment of five, and the numbers are increments of 10.

13.1.9 Holding Heading Lines and Columns

Many reports contain headings at the top and/or left of each report page that identifies the detailed report information. Scrolling through the pages causes the headings to disappear. To keep the heading lines displayed while scrolling within a page, use the heading Hold commands to retain these lines on the screen.

To Set Heading Hold

For report line headings, type 'HDRHOLD x,y' on the command line, and press <ENTER>.

For report column headings, type 'COLHOLD x,y' on the command line, and press <ENTER>.

x = the beginning line or column number to be held
y = the ending line or column number

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To Cancel Heading Hold

Type 'HDR 0,0' or 'HDR RES' on the command line, and press <ENTER>.

The number of lines held cannot be greater than the screen depth (Depth field) minus 2. When you use the header Hold command, the Lines Held field, in the long header area, will indicate which lines are being held. Values of '000 000' in this field indicate that there are no lines being held.

13.1.10 Selecting Columns for Display

You may be interested in displaying, only certain columns of data displayed in a multi-column report. Rather than move the window all around to display all the columns, you can select certain columns to be displayed. Be sure to reference the ruler when choosing columns. Each mark on the ruler equals one column.

Using the Command

To view columns 10 through 20 and 25 through 50, type the following on the command line: 'SEL 10,20 25,50.' Press <ENTER>.

To redisplay the report as it was before making a column selection, type the following on the command line: 'SEL RES' (RESTORE command). Press <ENTER>.

To alter a column SELECT command that you just entered, type 'SEL' on the command line, to have the command displayed.

Rules for Selecting Columns

Column numbers cannot overlap. For example, the command 'SEL 4,10 8,15' is invalid because the specified columns overlap (column 8 overlaps column 10).

Column numbers must be requested in ascending order. The following command is also invalid: 'SEL 15,10 4,5.'

You can specify up to six pairs of columns. The displayed ruler helps you to define the column numbers. If you omit the last end column, the system fits as much data as it can on the line.

Left/right scrolling (<F10> and <F11>) and the COLUMN HOLD command cannot be used while the SELECT command is in effect.

13.1.11 Noting (Marking) Report Pages

Pages in a report can be marked, or noted, and then quickly returned to, using the function keys. Only one page can be marked at a time.

Note a Page

On the command line, type 'note' and press the <ENTER> key. This function causes the system to remember the page location. You can then continue scanning the report.

Return to a Noted Page

On the command line, type 'resume' and press the <ENTER> key. Unless you have issued a FIND command since "noting" a page, <F4> will return you to the noted page.

Marking Pages for Printing

While in the Report Display view, pages can be electronically marked for printing by typing 'PR(INT)' or 'FL(AG)'on the command line while the page is on display. When this print marking command is initiated, the Main Menu PRINT command is no longer necessary: Press <F3> to end the report display, and the Print Panel appears on your screen, listing the page or pages you marked for printing.

13.1.12 The FIND Command

RMDS automatically remembers the page on which you issue a FIND command (unless you issue a different command). After the search is completed, type 'Resume' on the command line and press the <ENTER> key to return to the page on which the FIND was issued. Thus "noting" a page and issuing a FIND command both mark the "Return to" page.

Searching for Information

To search a report for the occurrence of a particular phrase or term, use the FIND command. To perform this operation in the Report Display view, type 'F' (for FIND), followed by the phrase or term you are searching for.

Locating a Word Using the FIND Command

To locate the word "computer," type the following on the command line: 'F COMPUTER.'

Press <ENTER>.

The system locates the first occurrence of the word and places the cursor on the word. To continue the search throughout the report, press <F5>. The cursor will stop at each occurrence.

The PREV and LAST Commands

Searching through a report, to return to the most recent occurrence of a phrase or term—or move backward through the report—use the PREV command. For example, to find the previous occurrence of 'PART NO.,' type the following on the command line: F 'PART NO.' PREV.

Press <ENTER>. To continue searching backward, press <F5>.

To move forward to the very last occurrence in a report of 'PART NO.,' type the following on the command line: F 'PART NO.' LAST.

Press <ENTER>.

Editing FIND Commands

To edit the most recent FIND command entered, type 'F ?' on the command line and press <ENTER>. The command will be displayed on the command line.

FIND Command Rules

Enclose a phrase being searched for in single quotation marks. Single words do not require quotation marks.

If the phrase or term includes an apostrophe or single quotation marks, those marks must be replaced with two single quotes in order for the FIND command to execute properly.

For example, suppose your report contains the phrase "Joe's account." To find this phrase, type the following: F 'Joe''s account'.

Press <ENTER>.

Note that two single quotes are typed in to replace the single quote in the phrase itself.

13.1.13 Defining Search Areas

Using the FIND command, the search can be limited to proceed to either the end of the page or the end of the report. The search can also be programmed to be made on a specified number (block) of pages.

To define any of the following search areas, type the word "Context" followed by the desired value on the command line and press <ENTER>:

P(AGE)   Search only the current page
F(ULL)   Search the entire report
NNNN   Search the specified number of pages

To reduce search time, you can specify the beginning and ending columns of the phrase. For example, to find the phrase "PART NO. 32" beginning in columns 10 through 20, type the following: F 'PART NO. 32' 10 20

Press <ENTER>.

Entering a value on the command line sets the CONTEXT value and holds it for this viewing session. Once you end the session, the field reverts to its default. The context value can be saved from one session to another by using Option 6 on the Main Menu.

Search for a particular phrase in all capital letters or exactly as typed in the report by typing either 'CAPS' or 'ASIS' on the command line and pressing <ENTER>.
CAPS causes the search to locate occurrences of the character string that are stored in CAPS only. ASIS causes the search to locate all occurrences exactly as they were typed in on the keyboard. Change the FIND field at any time by typing 'ASIS' or 'CAPS' on the command line.

13.1.14 Send Report Pages

Report pages can be sent to a printer or to a remote location.

While viewing a report, you can mark a page that you want to send by typing 'PR' or 'FL' on the command line and pressing the <ENTER> key. When you finish viewing the report, press the <F3> key and the Primary Send panel appears.

After viewing a report in which no pages were marked or flagged for printing, you must return to the Main Menu in order to send report pages. The name of the report that you were viewing will be displayed in the Report Name field. To initiate the sending of report pages, enter a '2' in the Select Option field and press the <Enter> key. The Primary Send panel appears.

The Primary Send panel is common to three send options. It displays the name and timestamp of the report selected for sending. There are four data fields on this common panel.

- ■ Network Printer ID – required for Option 1 and is left blank for Option 2 and 3.

- ■ Specify Page Ranges – Required for all three Send options.

■ Header Page Information

■ Select Option Field – Enter the number of the desired Send option.

Send Options

Network Print – This is the option you should use to send simplex (one side only) reports to your local printer. Enter '1' in Select Option field. Enter the ID of your local printer in the Network Printer ID field. Verify the selected page ranges and enter optional header page information. Press the <ENTER> key and the Main Menu appears displaying a message that the report has been sent to the destination printer.

Batch Print Option – This is the option you need to select to send duplex (two sided) reports, send reports to the central printer, or to request multiple copies of a report. Enter '2' in the Select Option field. Verify selected page ranges and enter any optional header page information. Press the <ENTER> key and the Batch Print Options panel appears.

■ **Duplex Print** – Overkey a 'D' in the Sysout Class field. Tab to the Destination field and enter your local printer ID. Press the <ENTER> key and the Additional Print Parameters panel appears.

■ **Central Printer** – Tab to the Destination field and type 'CENTRAL'. Tab to the Forms field and enter your local RMDS location code. (If you do not know your RMDS location code, contact your agency report coordinator). Press the <ENTER> key and the Additional Print Parameters panel appears.

■ **To Send Multiple Copies of a Simplex Report** – Tab to the Destination field and enter your local printer ID. Press the <ENTER> key and the Additional Print Parameters panel appears.

■ **Additional Print Parameters Panel** – This panel has only one data field. In the Copies field, enter the number of copies that are needed. If additional copies are not required, insure that the Copies field is blank and Press the <ENTER> key. The Main Menu appears displaying a message that the report has been sent to the destination printer.

Batch Transfer Option (File Transfer) – This option is used to send a selected report to a remote location. Enter '3' in Select option field. Tab to Specify Report Pages and verify report pages selected for sending. Enter optional header page information as needed. Depress the ENTER key and the Batch Transfer Options panel appears.

On the Batch Transfer Options panel, select the type of transfer you wish to make. Select Option 1 to transfer a report file to a PC (ftp file server). Select Option 2 to send a report file to another MVS system. Select Option 3 to send a report file to a VM system. If you are unsure about this selection, please contact your agency report coordinator for instructions.

The selected system must have TCP/IP installed.

In order to transfer a report to the correct remote system, a user must enter a remote system name as known to the network. (e.g., the IP address of an FTP server or the host name of a mainframe system). In addition, a user must enter a user ID and password for the system to which a report is being transferred.

- **Transfer to an FTP server** – When you transfer to an FTP server, the modifiable fields are:

   DIRECTORY - Specify the directory and subdirectory, (e.g., C:\RMDSRPTS)
   FILENAME - Specify a filename for the report, (e.g., SAMPRPT1.REP0)

- **Transfer to an MVS system** – When you transfer to an MVS system, the modifiable fields are:

   DATASET NAME - Specify a fully qualified dataset name, (e.g.,
      userid.DBN210.SAMPLE.REPRT1.D960424).

- **Transfer to a VM system** – When you transfer to a VM system, the modifiable fields are:

   FILENAME.FILETYPE - Specify a file name and file type for the report separating the
      file name from the file type with a period. (e.g., SAMPRPT1.REPORTS)
   MINIDISK - Specify the number of the minidisk on which the report is to be stored.
      (e.g., 491).

When transferring reports to a remote system for viewing and printing, two important factors should be considered: security and report characteristics.

■   SECURITY - An agency is responsible for report security once the data is transferred to its remote system.

■   CHARACTERISTICS - Some reports, because of line length and page size, may not be suitable for printing or viewing from a PC.

Page Ranges – Specify from/to pages of a report to be printed by typing the numbers in the blank fields. The default page range is the entire report. If pages were already marked while in the Report Display view (by typing 'PR(INT)' on the command line), those page numbers appear here. A total of 12 page ranges are permitted.

Note that RMDS made inclusive page ranges out of any contiguous pages you marked. If, for instance, you marked pages 2, 3, 4, 6, and 7, the panel will show:

FROM	TO	FROM	TO
2	4	6	7

Header Page Information – The Header Page field allows up to four lines (55 characters each) of information to be entered, which will then be printed as a heading or cover page for the print. Header Page information is optional.

Press <ENTER> after verifying the correct pages for printing. The system will access the Secondary Print panel. Go to the Secondary Print panel section, later in this section.

13.1.15 The RMDS Help Function

The Help function can be activated by pressing <F1>. Help can be accessed at any time, and from anywhere within the system. The retrieved Help screen presents information about the screen being displayed when the HELP command (<F1>) was activated. It serves as an accurate source of information about functions, commands, procedures, and other important screen information.

User options are listed in the bottom left corner of each Help screen,. They indicate whether there are more Help screens available for viewing. Move forward and backward through the series of Help screens using <F10> and <F11> . To exit Help, press <F3>.

For additional information, see the ADPICS Guide to Standard Reports.

13.2 ADPICS ON-LINE STANDARD REPORTS

NOTE: The State of Michigan does not currently use ADPICS' on-line report process.

ADPICS provides on-line inquiry and reporting process capabilities. In all cases, system inquiry for individual transactions or data elements is the most efficient and effective process for observing and reviewing ADPICS data. Only when calculations, agings, or other automated groupings of ADPICS data is required should agency personnel print hard copies for data analysis or review.

Reports can also be viewed on-line using RMDS. Viewing reports minimizes hard copy report processing and encourages the use of on-line inquiry capabilities in ADPICS by all user agencies and departments.

Reporting capabilities in ADPICS will require submitting a report request in the system that will place the report job in a print queue. The reports will be printed each night for next day distribution to RMDS.

When report processing is necessary, it is recommended that the include/exclude feature in ADPICS be used. This feature allows users to produce a report that includes only those data elements needed. For example, the Commodity Listing by Commodity Name report could be produced for commodities 003 through 017 only, and exclude all other commodities from the report.

■   To request an on-line standard report, see Section 13.2.1 Requesting an ADPICS On-Line Standard Report

■   To request an on-line customized report, see Section 13.2.2 Requesting a Customized ADPICS On-Line Standard Report

13.2.1 Requesting an ADPICS On-Line Standard Report

NOTE: The State of Michigan does not currently use ADPICS' on-line report process.

Access the Standard Reports Submission screen (PCHL6010) by selecting <F6> Systems Management Menu from the Main Menu (PCHL0000). The system will transfer to the Systems Administration Menu (PCHL6000). Select <F1> Standard Reports.

Enter the As of Date if different than the actual date. When a date prior to the current date is entered, the report generated will include only those transactions entered up to the entered date. It will not include transactions entered after the entered date.

Enter up to 20 report numbers. See ADPICS Guide to Standard Reports, and enter only the last three digits.

The Archive Tape field defaults to "N." Enter a "Y" if you want archived material to be included on the report(s).

NOTE: Be extremely cautious about entering "Y" in this field. The volume of the report may increase dramatically. Data is stored on-line for a specific period of time. Older data is stored on tape. This archived data will be kept from the inception of the system. If your report request is not made correctly, you may get all the stored data from inception.

Press <F8> to submit the report request. The system automatically accesses the Standard Reports Include/Exclude screen (PCHL6020).

Press <F6> to submit the report request. No data entry is necessary. This will automatically create the necessary Job Control Language (JCL).

The job (report request) must be submitted using the JCL File Inquiry screen (PCHL7500). This is done by the report coordinator. See Section 13.3 JCL Inquiry.

Once the job has been submitted, the report will be run in batch at night and made available in RMDS the following day.

ADPICS will transfer to the System Administration Menu (PCHL6000). The message line will read JOB SUBMISSION COMPLETE.

To view the report in RMDS, see the IBM Report Management and Distribution System Manual, and/or see your Report Coordinator.

13.2.2 Requesting a Customized ADPICS On-Line Standard Report

NOTE: The State of Michigan does not currently use ADPICS' on-line report process.

Access the Standard Reports Submission screen (PCHL6010) by selecting <F6> Systems Management Menu from the Main Menu (PCHL0000). ADPICS will transfer to the Systems Administration Menu (PCHL6000). Select <F1> Standard Reports.

Enter the As of Date if different than the actual date. When a date prior to the current date is entered, the report generated will include only those transactions entered up to the entered date. It will not include transactions entered after the entered date.
Enter one report number. See ADPICS Guide to Standard Reports, and enter only the last three digits.

The Archive Tape field defaults to 'N.' Enter a 'Y' if you want archived material to be included on the report(s).

NOTE: Be extremely cautious about entering 'Y' in this field. The volume of the report may increase dramatically. Data is stored on-line for a specific period of time. Older data is stored on tape. This archived data will be kept from the inception of the system. If your report request is not made correctly, you may get all the stored data from inception.

Press <F8> to submit the report request. The system automatically accesses the Standard Reports Include/Exclude screen (PCHL6020).

Place the cursor in the KEY field and press <F2> Select. The system will transfer to the Table Lookup.

All ADPICS report data field titles will be listed in alphabetical order along with the assigned Key Number, which is sequential. Even though all report data field titles are listed, you should select only data field titles that are included on the specific report that you are requesting. The selected data field may then be included or excluded from the report by entering an 'I' or 'E' in the Include/Exclude field.

NOTE: Column headings on the report and Title selections may not be the same in all instances. For example, "Document Total" is the column heading but "Doc Amount" is the closest Title. The terms "Total" and "Amount" are not synonymous but are similar enough that you will be able to determine what should be selected if the exact wording does not appear on the list. This discrepancy will most heavily affect Report Coordinators, not general users.

One data field can be included while another is excluded. The included or excluded data field can be limited by low and high values (ranges).

Select the Key Number/Title combination to be included or excluded from your report by entering an 'S' in the Select column and pressing <F2> Select.

The Key Number and Title will be retrieved.

For the remainder of this section, an example will be followed. For the example, you select and retrieve 0310/Doc Amount.

To include or exclude specific values (ranges) on the report, see the appropriate section below:
Include Specific Data

To include specific data, enter an 'I' in the I/E field.

Enter the lowest (smallest) value (i.e., dollar amount) that should be included on the report, in the Low Key Value field. Any valid values lower than the entered value will not be included. For example, you enter $10,000. Therefore, documents with amounts from $0.00 – $9,999.99 will not be included.

Enter the highest (greatest) value (i.e., dollar amount) that should be included on the report, in the High Key Value field. Any valid values higher than the entered value will not be included. For example, you enter $100,000. Therefore, documents with amounts $100,000.01 and greater will not be included.

Press <F10> to save the I/E criteria. Go to Continuation of I/E later in this section.

Exclude Specific Data

To exclude specific data, enter an 'E' in the I/E field.

In the Low Key Value field, enter the lowest (smallest) value (i.e., dollar amount) that should be excluded from the report. In the High Key Value field, enter the highest (greatest) value (i.e., dollar amount) that should be excluded from the report.

The entered values plus all valid values between the Low Key Value and High Key Value will be excluded from the report. All values below the entered Low Key Value and all values above the High Key Value will be included on the report.

For example, you enter $10,000.00 in the Low Key Value field and $100,000 in the High Key Value field.

The result of the exclude example would be that the report will include documents with amounts from $0.00 – $9,999.99 and documents with amounts $100,000.01 and greater. It would not include, therefore exclude, documents from $10,000.00 – $100,000.00.

Press <F10> to save the I/E criteria. Go to Continuation of I/E below.

Continuation of I/E

Repeat the selection and include/exclude procedures for each data element that you want to include or exclude, thereby further defining the parameters of your report.
To include only one value, enter the same value in the Low Key Value and High Key Value fields. For example, you only want to include posted documents. Select 0320/Doc Status. Enter 'I' in the I/E field, and enter POST in both value fields.

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After all data elements to be included and/or excluded have been entered, press <F6> to submit the customized report request. This will automatically create the necessary Job Control Language (JCL).

The job (report request) must be submitted using the JCL File Inquiry screen (PCHL7500). This is done by the Report Coordinator. See Section 13.3 Job File Inquiry.

Once the job has been submitted, the report will be run in batch at night and made available in RMDS the following day.

The system will transfer to the System Administration Menu (PCHL6000). The message line will read "JOB SUBMISSION COMPLETE."

To view the report in RMDS, see the IBM Report Management and Distribution System manual, and/or see your Report Coordinator.

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13.3 JCL (JOB CONTROL LANGUAGE) FILE INQUIRY

NOTE: The State of Michigan does not currently use ADPICS' on-line report process.

The JCL File Inquiry screen (PCHL7500) shows all report requests that are currently in the system and awaiting processing (Job Stream Hold record). These are shown by Job Number and Job Name.

To access the JCL File Inquiry from the Main Menu (PCHL0000), select <F7> System Management Menu (PCHL7000). Select <F4> Inq/Del System Management Requests. The system transfers to the JCL File Inquiry screen (PCHL7500).

Upon accessing the screen, the first Job Stream Hold record is retrieved.

- Press <F8> to view the next page of a job stream record and press <F7> to view the prior page of a job stream record.

- Press <F5> to view the next job number.

- To submit a job, press <F10> Submit. The job will be submitted to the nightly batch program where it will be submitted to RMDS. The report can be viewed in RMDS the next day.

- To delete a job, press <F3> Delete. Press <F3> again to verify the deletion. The system asks you to press <F3> twice to avoid accidental deletion of jobs. You will no longer be able to view this job; and it will not be submitted to RMDS. It has been removed from the system. The job number will not be reused.